

# E-Safety Policy

**Early Start Education Ltd (Early Start)** recognise the exciting opportunities technology offers to staff and children. We are also mindful our of duty of care; to ensure children are protected from potential harm, both within and beyond the physical and virtual boundaries of our settings. This policy refers to all information storage systems and devices including cameras, smartphones, smartwatches, tablets, laptops, camcorders etc. EYFS: 2.1 & 3.4.

## **PHOTOGRAPHS AND VIDEO**

Digital photographs and videos are an important part of the learning experience in early years settings and, as such, staff have a responsibility to ensure that they not only educate children about the safe and appropriate use of digital imagery, but also model good practice themselves. To this end, there are strict policies and procedures for staff and children about the use of digital imagery and videos:

- Any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and we only share photos with parents in a secure manner.
- When each child is registered at our settings we ask the parents(s) permission to use photographs and video recordings for a range of purposes including use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press
- On entry, we make parents aware that, for security, the settings have CCTV.
- We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.
- If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.
- Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches etc and may only use those provided by the company.
- The manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.
- Room leaders and managers are responsible for deleting all photographs of children from school devices once they are no longer used for their required purpose e.g. observation or display.
- At least, once a year, room leaders or managers will delete all photos of children from all portable devices. If there is a purpose to store any photographs of children beyond a year e.g. for training or website, room leaders or managers, or any other staff will seek permission from the Programme Director.
- Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches etc) on the premises without the prior consent of the manager.
- During special events, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before/ at the event. This will ensure all photographs taken are in line with parental choice.

# E-Safety Policy

- In these cases, we will ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture and of Early Start Education Ltd.
- Staff responsible for publicity will not use children's names in image files if published on the web.
- Visitors / Volunteers will need to seek permission from the Nursery Manager should they want to take photographs of learning spaces free of children.

## CONSENT

The General Data Protection Regulations 2018 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent/carer of a child for any images made such as those used for setting displays, websites, observations, outings and events or other purposes. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

Under the Data Protection Act (1998), parents are entitled to take photographs of their own children on the provision that the images are for their own use, eg. at a nursery event. Any other purpose is a potential breach of the regulations. Parent and carers will be reminded at the beginning of each event by the Senior member of staff, that only photographs or video footage of their own child may be taken and that parents or carers may not take photographs or video footage of other children.

## SECURE INFRASTRUCTURE AND INTERNET USE

A safe and secure internet access provision ensures internet enabled devices minimise the risk of exposure to inappropriate material. The following are requirements:

- Age appropriate content filtering
- Content blockers and filters are on our computers, laptops and any mobile devices
- Antivirus and anti-spyware software on all devices
- Updating of the above regularly
- Ensure management monitor all internet activities in the setting
- Using tracking software to monitor suitability of internet usage.

Staff and Volunteers need to be aware that any usage, including distributing or receiving information, nursery-related or personal, may be monitored for unusual activity, security and/or network management reasons.

The following standards will be applied when children are using devices that are internet enabled:

- Children will always be supervised when they are accessing the Internet and related technologies to ensure appropriate and safe use
- Children will only search the Internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material.
- Staff will check the content of any internet sites / materials before sharing with children
- In the case of accidental accessing of inappropriate materials staff will immediately remove or disable the device and report the inappropriate accessing of material immediately to the Nursery Manager
- Staff will promote e-safety with children to start the development of a responsible attitude towards using technology

# E-Safety Policy

- Staff will help parents and visitors understand the reasons for limiting uses of technology within the nursery.

## HARDWARE PROVISION AND USE

We require our staff and volunteers to be responsible and professional in their use of devices and social networking.

- ES issued devices, may only be used for work purposes and if containing sensitive information including photographs of children, should not leave the premises unless this is authorised by the Nursery Manager and the device is encrypted.
- ES cameras and iPads or any device that can take photographs may be used for educational visits for example. Any photographs stored / taken with the device should not be linked with children's names and the device must be brought back to the nursery at the end of the visit and not taken home.
- Staff may not use personal devices (cameras, iPads, iPods).
- Where staff have been issued with a device for work purposes, personal use whilst on or off site is not permitted. The laptop or devices should be used by the authorised person only.
- Software or apps used must be from a pre-approved selection checked and agreed by the Early Start Information & Systems Manager and or the Nursery Programme Manager. Online searching and installing/downloading of new programmes and applications is restricted to authorised staff members only.

## MOBILE TECHNOLOGY

The use of personal mobile phones by staff, volunteers, visitors and parents, in any of the learning spaces indoors or out, is strictly prohibited.

Families will be asked to take their phones outside the building or into a designated area if they need to use their phone.

Staff mobile phones must be stored in staff lockers whilst on duty. Mobile phones/smartwatches may only be used on a designated break and then this must be away from the children in the designated staff welfare area, or off-site. If a member of staff needs to have access to a phone for emergency reasons they may seek permission for calls to come through to the main nursery number.

Staff mobile phones must never be used to contact children or their families, or should they be used to take videos or photographs of children. In circumstances such as outings and off site visits, staff will agree with the Nursery Manager the appropriate use of personal mobile phones.

Personal mobile phones or devices (e.g. iPad, iPod or iPhone), should not be used for any apps which record and store children's personal details, attainment or photographs. Only ES issued devices may be used for such activities, ensuring that any devices used are appropriately encrypted if taken off site.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (Refer to the setting's 'Safeguarding and Child Protection Policy').

# E-Safety Policy

## **SOCIAL NETWORKING**

Due to the public nature of social networking and the inability to keep content truly private, we take great care in the management and use of such sites. Best practice guidance states that staff must not:

- Disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the General Data Protection Regulations
- Disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of children and young people, the premises or events with work colleagues
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery
- Social networking sites may not be accessed in work hours or from any technology owned by Early Start
- Link their own blogs/personal web pages to the setting's website
- Make defamatory remarks about the setting, colleagues or service users
- Misrepresent the setting by posting false or inaccurate statements
- 'Friend' parents and they should ensure all privacy settings are set to maximum and checked regularly
- Staff must not engage in any personal communications (i.e. via Facebook, Twitter, Instagram, Messenger, Hotmail, Gmail or yahoo accounts etc.), with parents or carers or their children who attend or have previously attended

Where staff have relatives or close friends, whose children attend an Early Start Nursery, they should make the Nursery Manager aware of this at the earliest opportunity.